

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, OCTOBER 20, 2015
4:30 P.M. - BOARD ROOM
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The meeting was called to order at 4:32 p.m.

Presiding Officer: Margaret Shea, President
 Board Members Present: Steven Palmquist, Vice-President; Richard Klemens, Secretary;
 Lynn Wilson, Treasurer; Hal Kovert; Kofi Darku
 Board Members Absent: None
 Staff Members present: Libby Pollard, Barbara Gillenwater, Debbie Beckham, Allison
 Fredrickson
 Guests: Diane Swank
 Public Comments: None

NEW BUSINESS

Health Insurance Changes

Diane Swank stated changes have been made on how groups are rated under the Affordable Care Act (ACA). We fall in the small group market which is going to a community rating, in which everyone gets a rate based on their age. In order to find out if this could be an advantage to us, our plan year has to be changed to a January 1 renewal date. By the end of this week, we should have our renewal rates from Humana. After that, we can request a community rated plan. The deductible year will continue to be based on the calendar year. We will also ask for an Anthem quote, which will also be community rated. Swank stated some of the United Healthcare plans do not have an out of network benefit, so they are usually not a good option. We hope to have open enrollment the last half of November or early December. Premium contributions are deducted the month of coverage, so we have sufficient time. When we get the rates for the various plans, Swank will review with Pollard and the insurance committee, so that a decision can be made at the November Board meeting.

CONSENT AGENDA

Approval of claims through September 30, 2015

These include:

Claim #	Amount	Claimant	Explanation
586	\$9,277.56	City-Wide Maintenance	Monthly cleaning & carpet cleaning at Main
595	\$8,990.00	Kirch-Krete Concrete	Replace concrete steps at Branch
617	\$6,500.00	Umbaugh	2016 budget consulting services

Wilson moved: That we approve claims #547 – 628 from Chase Bank for a total of \$246,232.07
 Seconded by: Palmquist
 Motion: Approved

Approval of September 15, 2015 Board of Trustees Minutes

Palmquist moved: That the minutes of September 15, 2015 be approved as presented.
 Seconded by: Klemens
 Motion: Approved

STAFF ASSOCIATION REPORT

Fredrickson reported on behalf of the Staff Association:

- Jennifer Harl went on maternity leave on September 23. She plans to be back on November 30.
- The Staff Association Christmas party will take place on December 12 here at the main Library. All Board members are invited.
- This Saturday the library will host the Courier Journal Share a Story event. We will have the costumed character Skippyjon Jones, a Siamese cat who thinks he is a Chihuahua. We are the only library in Indiana participating in this event.
- Staff members are getting vacation time scheduled for the end of the year.

FINANCIAL REPORT

Review of September 2015 financial report

62.3% of the appropriations have been spent through September 30, 2015.

In the continuing effort to hold back on spending, we will not be sending staff members to the ILF conference and Pollard will not be attending the ADOLPLI meeting. Pollard will be going to one day of pre-ILF conference for a meeting about budgets presented by Umbaugh; this meeting is free.

Transfers

Amount	From	To
\$2,005.40	431.8 Database Licensing	431.82 eMagazine Services
\$62.00	439.3 Taxes & Assessments	437.6 Proprietary Licensing

- eMagazine Services is a new appropriation and is an annual expenditure.
- Proprietary Licensing allows us to show movies to groups. We are going to try a film festival this fall/winter. We have a 14 foot screen with speakers mounted in the ceiling. Shea suggested Jurassic Park films to coincide with the grand opening of the new Falls of the Ohio exhibit.

Palmquist moved: That the transfer of appropriations be made as presented.
 Seconded by: Wilson
 Motion: Approved

We hosted two Photo Biennial receptions—one at the Branch and one at the Main. We used gift fund money to pay for the food at these receptions; the total amount spent for both receptions was \$326. Approximately 50 people attended the reception at the Branch and over 100 at the Main.

CAGIT Increase

Pollard contacted the Auditor’s Office to find out more about our CAGIT increase for 2016. Income tax is allocated based on the levy and our debt levy increased from \$300,000 in 2014 to \$500,000 in 2015 due to the debt refinancing for one year.

County Council Review Worksheet

We received the County Council Review Worksheet which contained a recommendation to adjust the advertised budget, levy and rates to be within the eligible levy growth of \$1,926,562 x 1.026=\$1,976,653. We increased our budget by the approved 2.6% assessed value growth quotient (AVQ) and because we did not exceed the 2.6% AVQ, we are subject to a non-binding review by the County Council. If we are above it, the County Council can make a binding recommendation. Pollard spoke with Jessica Eckerle from Umbaugh and she explained that the levy and tax rate went up compared to 2015. The County

Council wants us to reduce the amount of our levy but this is only a recommendation. Eckerle did not feel any action was necessary on our part.

Donations / Receipts

John Perkins	\$100.00	Ted Throckmorton Gift Fund
Diane Swank	\$250.00	Ted Throckmorton Gift Fund
Stephen Simon	\$15.00	Donation (Indiana Room assistance)
Elizabeth Schockey	\$35.00	Ruth's Readers (for Jimmy Priddy)
Duplicator Sales & Service	\$378.04	Copier Commission
CAGIT	\$49,804.66	CAGIT Monthly 2015 Distribution

The Auditor's office notified us several months ago that they were going to start automatically depositing the CAGIT check into our bank account. Since we are still getting a paper check, Gillenwater contacted them to make sure there was not a problem on our part. The Auditor's office told her they have not been able to get automatic deposits started as soon as they had planned.

CORRESPONDENCE; LIBRARY PUBLICITY

Publicity

- The publicity folder with newspaper articles about the library was passed around for board members to view.
- The Photo Biennial exhibits generated a lot of publicity.

OLD BUSINESS

Resolution to Adopt 2016 Budget

Shea read the Ordinance or Resolution for Appropriations and Tax Rate.

Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
Rainy Day	\$59,795	\$0	0.0000
General	\$2,418,094	\$1,666,394	0.1234
Debt Service	\$544,966	\$580,380	0.0430
Library Improvement Reserve	\$0	\$0	0.0000
	\$3,022,855	\$2,246,774	0.1664

Wilson moved: That we adopt the 2016 budget as presented.
 Seconded by: Klemens
 Motion: Approved

Vacation Policy

The draft vacation policy that was sent in the Board packets was revised; a revised copy was given to the Board members. We reviewed the input that we received from the Board last month, and discussed this policy with the managers. The primary change made to the policy that was discussed last month is the prorating of the cap for part-time employees. Previously we had suggested setting a cap of 75 hours for all part-time employees, but we decided prorating the cap would be fair and manageable. Currently, it only applies to eight people. We prefer the monthly vacation accrual rather than an annual allocation. We also wanted to allow people to carry some balance for extended vacation or personal needs. With this policy, staff members who have less than 150 hours vacation balance will never have more than 150 hours. Staff members who are over 150 hours will be required to use their yearly vacation allotment plus an additional 20% of their balance over 150 hours or take a payout for that 20% or a combination of the two. Payouts will be locked in at the 2015 salary rate and the first payout will occur in January 2017. By adopting this policy we will get vacation balances under control in five years.

Kovert moved: That we adopt the vacation policy as presented.
Seconded by: Wilson
Motion: Approved

Appointment to Library Board

Board members were asked if they had any recommendations for the vacant seat on the Library Board. Kovert asked if a member of the Friends Board could also serve on this Board. He spoke with Marie Roller about possibly serving on the Library Board. She was concerned it might be too much for her to be on both Boards and she is in Florida for three months of the year.

Kovert also talked to Linda Baker, a former school teacher who taught at Parkwood. Shea got to know her through Tri Kappa. Baker recently retired and this is her first year to not teach. Both Roller and Baker were highly involved in reading programs in the Greater Clark schools. The Board agreed to see if Linda Baker would be willing to serve on the Board. Pollard will get the information from Kovert and call Baker. Both Shea and Klemens know her.
(Darku arrived at 5:12 p.m.)

Darku suggested Shay Grahn, who is director of CASA. The Board agreed to proceed with asking Baker if she is willing to serve. If she is, we would recommend her to the Clark County Council, which is the appointing body for this Library Board position.

Formation of a Library Foundation

The Board agrees we need a Foundation; Pollard has been doing research on it. She was at the New Albany=Floyd County Public Library when they formed a foundation; that foundation manages the money that is in the endowment but does no additional fund raising.

The first step is to find a steering committee. The number of Board members can vary from as few as 7 to as many as 35. The Foundation would be a separate 501(c) 3 organization from the library. One or two Library Board members should be on the Foundation Board and Pollard would serve as an ex officio member.

The steering committee would have an initial organization meeting. Influential and respected members of the community should be invited to be on the Foundation Board. They do not have to live in the township. It would be good to include an accountant or an attorney. We would also like a member from the Friends of the Library to be on the Foundation Board. Pollard recommended that the Friends of the Library Board be totally separate from the Library Foundation; the Library Board agreed.

The initial meeting of the Foundation Board would be for the purpose of talking about the roles and mission of the library and of the foundation, and to discuss the needs of the library. Articles of incorporation and bylaws would be developed; Pollard has sample bylaws which she could share with the steering committee.

After these steps, the formation of a Library Foundation will be announced to the public. Pollard wants this to be an active group with multiple fundraising components. An annual direct mail solicitation, using our own patron database to generate direct mail, is one method that can be used. An endowment fund drive would be another method. We currently have \$150,000 in an endowment fund; we will discuss at another time if we want that money to go to the foundation. Another method that can be used is Planned Giving, which involves leaving a bequest to the library in your will. Special events can also be used. The Falls of the Ohio "Rock the Rocks" is an example of this type of event. Hosting walks and golf scrambles are other types of special events that can be used to raise funds. A foundation can apply for grants.

This would be a volunteer Board, with no compensation offered to its members. To keep it from being stagnant, Pollard would consider hiring a part-time administrator of the Foundation. At first, the Endowment Fund could be used to pay for this position, but after that the Foundation could raise enough money to cover the administrative costs and more.

A professional organization for fundraisers exists in Southern Indiana. We could advertise in that group to look for a development person. This person could also keep track of who within the library is asking various individuals or businesses for donations, so that we are not asking the same organizations over and over or competing against each other within the library.

In order to proceed, Pollard needs names of people to ask to be on the Foundation Board. We need people with connections. Pollard has already reached out to Mark Munzer, with New Washington State Bank. He has been supportive of the library and is willing to be on the Foundation Board, bringing his financial background to it. Other names suggested included Dale Moss, Shay Grahn, Bob Lanum, Jim Becker, Jay Ellis, Eden Kuhlenschmidt, and Beth Schockey. Palmquist will think about an attorney to recommend. Mike Gillenwater, the Library's attorney was one suggestion. Shea is willing to serve as the Library Board representative. It was suggested we ask other bankers. Pollard will send an email to the Board members listing who will be contacted and the person making each of the contacts.

NEW BUSINESS, continued

Resolution to join Indiana State Library Consortium for Public Library Internet Access

This is a yearly resolution that we adopt; Shea read the Resolution.

Palmquist moved: That we approve the resolution to join the Indiana State Library Consortium for Public Library Internet Access
Seconded by: Darku
Motion: Approved

Shea contacted Mindy Throckmorton and she was thrilled the library wanted to do something to honor her Dad.

DIRECTOR'S REPORT

APT Staff Training

The Administrative Planning Team (APT) staff training is scheduled for October 22, 2015 from 8:30 a.m. – 4:30 p.m. Cindy Kanning, a Management Consultant will be doing the morning session pro bono. Pollard will provide lunch. Larry Beckham, an HR professional will do an afternoon session on the Predictive Index test and how we can use the information to work more effectively with others. His session will also be pro bono. In the last session we will be going over the Strategic Plan and see what progress we have made.

Incident Report Summation

The Board received the quarterly incident report in their packets. An inquiry was made about our computer filters. Pollard explained that even though we have filters on our computers, people know ways to get around the filters. We had a bomb threat yesterday from a mentally ill person in the GED class. This person has been barred for a year. These incidents take a toll on the front line staff. In order to help the staff deal with these incidents, some staff participated in LifeSpring mental health training and Ellen Kelley spoke at last Thursday's staff meeting. Other libraries have similar problems. Afternoons are the most difficult time of day. Everyone prefers using off-duty police officers rather than a security company. We would like to find more security officers. The Board stated we could ask the Clark County Sheriff's

department or Clarksville City police. Security officers are our best line of defense; we have fewer incidents when they are here.

Mango Languages Database

We are excited about Mango, our new language learning database. Mango offers foreign language instruction for over 60 languages. It uses native speakers, it has an ESL module, and you can view foreign language films. Mango can be used from home or a mobile device and it is user friendly. We have asked the company to provide each staff member with a “Mango” t-shirt. We will all wear these shirts on the same day to draw attention to Mango and to promote it. Mango was promoted in a recent newsletter.

Community Profiles Update

Pollard recently attended the “Facing Homelessness: A Community Conversation” meeting at IUS. Melissa Fry announced to the 75 or so people in attendance that we have a Community Profiles database. We are getting a lot of recognition for it. On November 17 at 9:30 a.m., we will host a community meeting at the library to introduce Community Profiles to social service agencies and elected officials. Invitations to this meeting will be sent by postcard and we will serve a light breakfast. The database will be demonstrated and we hope to identify representatives from the various organizations who can keep their own profile up to date. Kimberly Jackson presented the information to the Jeffersonville Rotary Club today. She will be going to the Step Ahead Council in Floyd County on October 27th. Fry said having something that can be browsed over the internet is an effective way of meeting the needs of social workers.

Staff Parking Lot Seal and Stripe

TSI Paving will be here on Thursday and Friday to seal and stripe the staff parking lot. The cost for this project is \$4300.

Photo Biennial opening receptions

Both of the Louisville Photo Biennial receptions exceeded our expectations for attendance. Some came from Louisville and said our reception was nicer than others they had attended. At the Main we had live music on the terrace; people sat out there and enjoyed the food and pleasant weather. Staff worked hard at both locations to make these events successful.

Branch Dome Removal

Stemler plans to start next week on the dome removal project at the Branch.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, November 17, 2015 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:02 p.m.